

County of San Diego Procurement Process

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County Governing Authorities

Board of Supervisors Policy A-87 and Administrative Code Section 401b

Background

It makes good business sense for the County of San Diego to promote the economical and efficient procurement of goods and services from contractors doing business with the County. One important means of accomplishing this goal is to follow a formal policy of competitive procurement to govern all County procurements.

Accordingly, this policy provides that County procurements shall be conducted through competition to the maximum possible extent. However, where the best interest of the County would not be served through competitive procurement, this policy provides categorical exemptions and also a process for requesting exceptions to this policy.

Policy

It is the policy of the Board of Supervisors (A-87) that the County shall procure items or services on a competitive basis, unless it is in the County's best interests not to use the competitive procurement process.

Examples of A-87 Exemption and Exception

2. Categorical Exemptions:

C. Services and Non-Services Acquired from Other Governmental Agencies or Through Contracts Awarded by Other Governmental Agencies: Services and Non-Services that are acquired directly from another governmental agency, or under a contract awarded by the federal government or the State or another state government, or competitively by any governmental agency to a third party, when the price can be determined to be fair and reasonable.

E. Equipment Maintenance Services: Maintenance Services Agreements provided by the equipment manufacturer or dealers/ distributors as a result of a Life Cycle Cost Purchase determination or which are not available from a satisfactory alternate source as determined by the Director of Purchasing and Contracting.

Examples of A-87 Exemption and Exception

3. Exceptions

A. Sole Source: Only one person, firm or manufacturer exists that can provide the needed item or services, and no equivalent person, firm or manufacturer is available that would meet the County's minimum needs.

County Procurement Process

- County Department
 - Initiates requirements for goods and services
- County Department of Purchasing and Contracting
 - Solicits these requirements on Internet "BuyNet" website
 - <http://BuyNet.sdcounty.ca.gov>



County Procurement Process

- Know the language
 - RFB, RFP, RFQ, RFSQ, RFI, etc., etc., etc.
- RFP (Request for Proposals)
 - For negotiated buys of complex nature
 - “Best Value” wins (considering price & other factors)



County Procurement Process

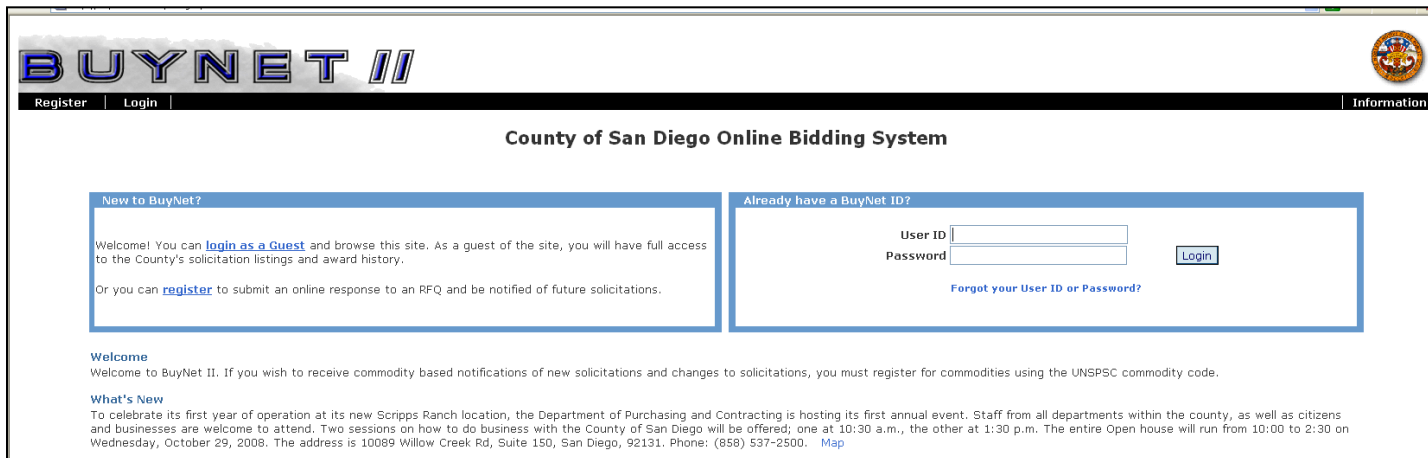
- RFB (Request for Bids) Formal buys > \$250K
 - Clearly understood specifications
 - Formal submission & public opening
 - Low bid gets award
- RFQ (Request for Quotes) Informal buys < \$250K
- P-Card (Visa) purchases by departments
 - Up to \$2,500



How does the County solicit business?

E-Procurement/BuyNet

- What is BuyNet?
 - Interactive web site for suppliers interested in doing business with the County of San Diego



The screenshot shows the BuyNet II website interface. At the top, there is a navigation bar with links for Register, Login, and Information. The main heading is "County of San Diego Online Bidding System". Below this, there are two main sections: "New to BuyNet?" and "Already have a BuyNet ID?".

New to BuyNet?
Welcome! You can [login as a Guest](#) and browse this site. As a guest of the site, you will have full access to the County's solicitation listings and award history.
Or you can [register](#) to submit an online response to an RFQ and be notified of future solicitations.

Already have a BuyNet ID?
User ID:
Password:
[Forgot your User ID or Password?](#)

Welcome
Welcome to BuyNet II. If you wish to receive commodity based notifications of new solicitations and changes to solicitations, you must register for commodities using the UNSPSC commodity code.

What's New
To celebrate its first year of operation at its new Scripps Ranch location, the Department of Purchasing and Contracting is hosting its first annual event. Staff from all departments within the county, as well as citizens and businesses are welcome to attend. Two sessions on how to do business with the County of San Diego will be offered; one at 10:30 a.m., the other at 1:30 p.m. The entire Open house will run from 10:00 to 2:30 on Wednesday, October 29, 2008. The address is 10089 Willow Creek Rd, Suite 150, San Diego, 92131. Phone: (858) 537-2500. [Map](#)

E-Procurement/BuyNet

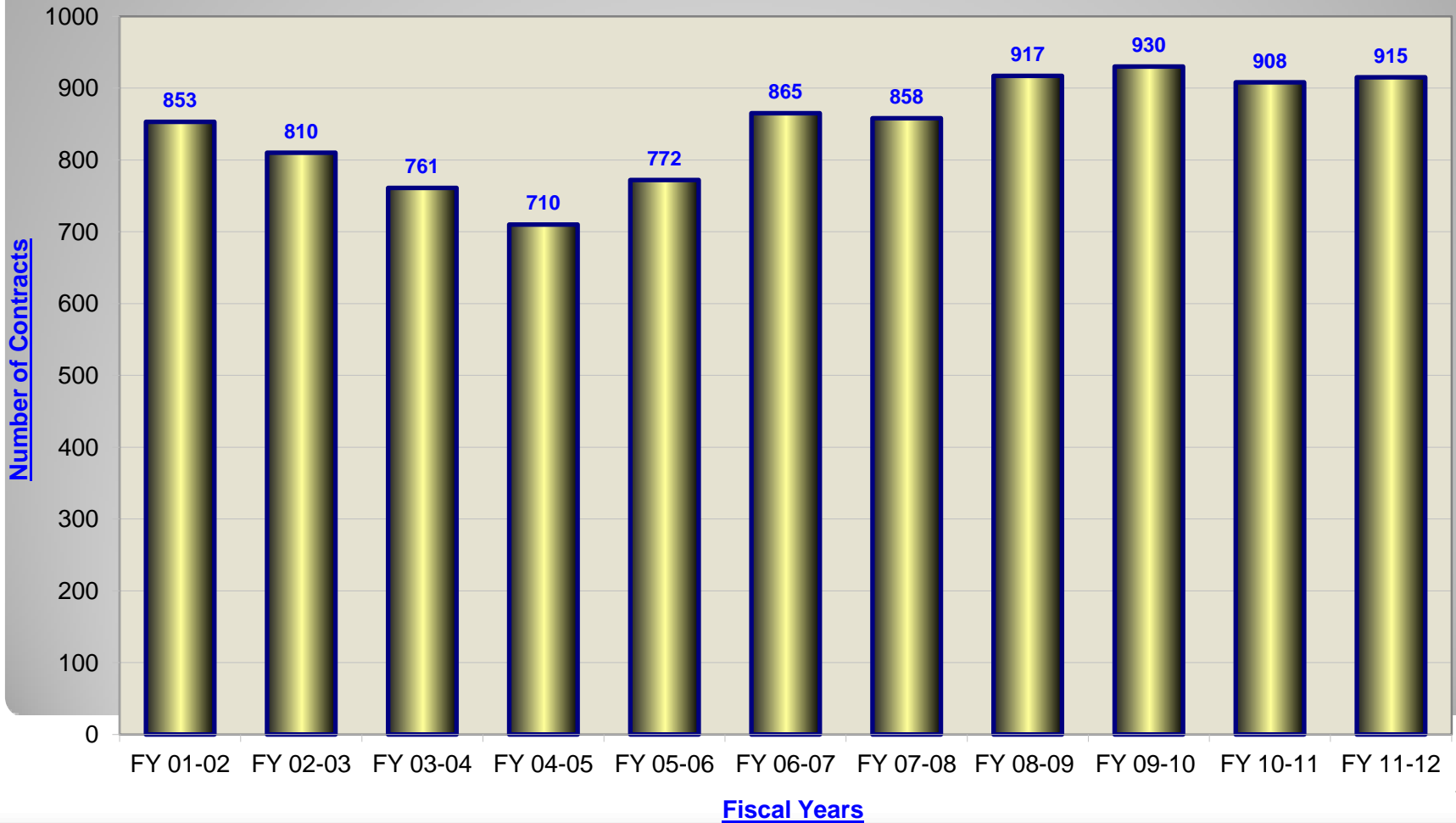
- BuyNet
 - Allows viewing of current solicitations
 - Suppliers can register to receive automatic email notification of new solicitations matching vendor's business profile (based on commodity codes selected by vendor)
 - Solicitation Tracker; Bid Abstracts
- Offeror/Potential Contractors
 - Respond to Request for Quotes (RFQs) on-line
 - Download and Print Proposals (RFPs & Bids-RFBs)
 - Review:
 - Award Notices
 - Intent to Award Notices
 - Closing Calendar





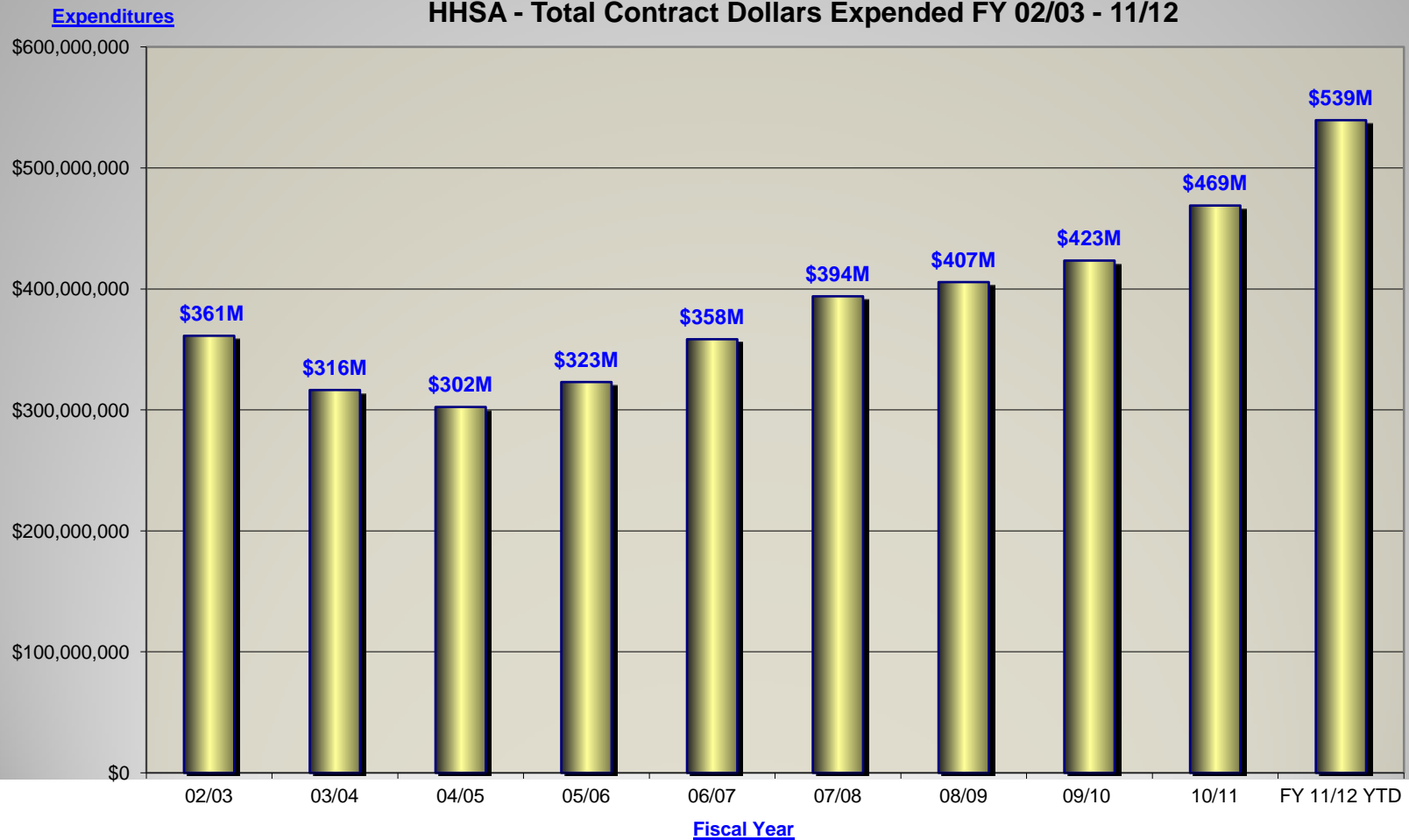
July 1, 2012

Total Number of HHSA Contracts FY 01/02 - 11/12





HHSA - Total Contract Dollars Expended FY 02/03 - 11/12



CTG Contracting

Seven Contracts – 50% of the grant funds go to the community

- **Four** contracts awarded through competitive bid process
- **Three** contracts awarded to other government entities

Ways to be Involved with County Procurement Activities

- Participate in Industry Day events
- Participate in Source Selection Committees
- Participate in development of Scope of Work as Subject Matter Expert

Conflict of Interest (COI) in County Procurements

- Expert Advisor/Subject Matter Expert
- Source Selection Committee Member
- Potential or actual procurement proposer
- Subcontractor
- COI
 - Legal (Government Code 1090)
 - Perceived

Summary

- Involvement in the contracting process
- Government Contracting Laws
- Board of Supervisors Policies
- Conflict of Interest Laws and Perception